

Warren County Board of Supervisors

RESOLUTION NO. 96 OF 2013

Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Montesi, Strainer Dickinson, Girard and Mason

AMENDING RESOLUTION NO. 100 OF 2012; APPROVING AND ADOPTING COUNTY TIME CLOCK POLICY AND PROCEDURE FOR THE TIME AND ATTENDANCE SYSTEM

WHEREAS, by Resolution No. 100 of 2012, as previously amended by Resolution Nos. 637 of 2011, 741 of 2011, 325 of 2011 and 853 of 2010, the Warren County Board of Supervisors approved and adopted the County Time Clock Policy and Procedure for the time and attendance system, and

WHEREAS, the Personnel Committee has recommended to add and remove staff to update the attendance system as set forth in Schedule "A" annexed hereto, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves and adopts the amended Time Clock Policy and Procedure for the Time and Attendance System, annexed to this Resolution as Exhibit "A" and Schedule "A", to be effective immediately and as determined by the County Administrator.

Exhibit "A"

Time Clock Policy and Procedure for the Time and Attendance System

Policy

It is the policy of Warren County that each employee will be at his or her work station and ready to commence the day's duties at the employee's starting time. The following procedure will govern the usage of time management tracking in order to provide a uniform procedure for timekeeping. These procedures must be followed consistently to ensure conformance to federal and state wage and hour laws and to ensure that employees are paid correctly.

Employees are separated into two (2) separate categories as follows:

1. Hourly employees, also called non-exempt employees, must record their actual time worked for payroll and benefit purposes. Non-exempt employees are those covered by collective bargaining agreements as well as non-unit employees not considered exempt. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work related reason.

Non-exempt employees may not start work until their scheduled starting time. Non-exempt employees will not be allowed to clock in more than six (6) minutes before their shift starts and may not clock out more than six (6) minutes after their shift ends unless overtime is approved.

Break rules are set by the department and the applicable collective bargaining agreement. Employees are not required to record break times.

Non-exempt employees who work in the field or are out of the office on work related activities will not be required to clock in and out for lunch.

2. Exempt employees are classified in positions as administrative, executive, or professional in nature. Exempt employees include but are not limited to department heads, deputy dept. heads, attorneys, accountants and other high level employees whose work involves professional services at the County. Exempt employees are not entitled to overtime. For a list of exempt titles see attached schedule A.

Exempt employees are required to clock in when arriving at their office. This one time entry indicates the employee will be working that day. If exempt employees will be working out of the office for any period

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of time they must contact the department payroll clerk to record the appropriate entry signifying a day's work. These employees are required to log any hours when they are not working with applicable leave credits as prescribed by management. Exempt employees must certify hours weekly indicating they have met the standard applicable hours.

Employees are responsible for their time reporting. Any errors in your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors.

All employees are expected to report to work on time, as scheduled, with no grace periods allowed. This includes arrival at work and returns from lunch and break periods. Exceptions must be approved by the appropriate department head.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to possible discipline, up to and including discharge. This includes clocking in or out for a co-worker regardless of the time management system in use.

Elected officials are not required to utilize the county's time management system.

Schedule "A"

Administrative Fiscal Services
County Administrator
Assist to County Administrator

Board of Elections
Commissioner Elections #2
Deputy Commissioner Elections #2
Commissioner Elections #1
Deputy Commissioner Elections #1

Building & Fire Code
Administrator Fire & Bldg Code

Civil Service
Personnel Officer

Clerk of the Legislative Board
2nd Deputy Clerk of the Board
Deputy Clerk of the Board
Clerk of the Board

County Attorney
1st Assistant County Attorney
County Attorney
Assistant County Attorney

County Auditor
County Auditor

County Clerk
1st Deputy County Clerk

Countryside Adult Home
Director Countryside Adult Home

District Attorney/District Attorney
3rd Assistant DA
1st Assistant DA
4th Assistant DA
2nd Assistant DA
6th Assistant DA
5th Assistant DA

DPW
Airport Manager
Superintendent Bldgs & Grounds
Superintendent of Public Works
Fiscal Manager
Deputy Supt/Admin DPW
Dept Superintendent/Operations
Assistant Engineer #2
Junior Transportation Analyst
Engineer #1
Assistant Engineer #4
Dpty Superintendent Public Works
Recreation Facilities Manager
Director of Parks & Rec/Up Yonda
Fish Management Specialist
Environmental Education Admin
Naturalist
Assistant Engineer #1
Senior Civil Engineer

Employment & Training/WIA-Admin (Staff)
E & T Director II

Historian
County Historian

Human Resources
Human Resources Director

Information Technology

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Director Information Technology
Web/Intranet Developer
Analyst/Programmer #1
Analyst/Programmer #2
Legal Defense - Indigents
Assigned Counsel Administrator
Mental Health
Mental Health Program Analyst
Deputy Director Mental Health / Fiscal
Deputy Director Clinical
Director Mental Health
Office for the Aging
Fiscal Manager
Nutrition S Coordinator
Director Aging
Office of Emergency Services
Director/Fire Coordinator
Emergency Services Coordinator
4th Deputy Fire Coordinator
Planning/Planning
~~Planning GIS Coordinator~~
Construction Cost Coordinator
~~Assistant Planning Director~~
SBS & Fiscal Account Specialist
County Planner
Probation/Probation
Probation Supervisor #2
Director of Probation
Probation Supervisor #1
Public Defender
1st Assistant Public Defender
3rd Assistant Public Defender
5th Assistant Public Defender
4th Assistant Public Defender
2nd Assistant Public Defender
Public Defender
Public Health
Director Pub Health/Patient Svc
Assistant Director Public Health
Supervising PHN #3
Public Health Fiscal Manager
Supervising PHN #6
Assistant Director Patient Serv
Supervising PHN #4
Long Term Coordinator
Clinical & Fiscal Info Coordinat
WIC Coordinator
Purchasing
Purchasing Agent
Deputy Purchasing Agent
Real Property Tax
Director Real Property
Deputy Director Real Property
Self Insurance
Insurance Administrator
Deputy Self Insurance Adminstrator
Sheriff/Jail
Corrections Captain
Corrections Lieutenant #2

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Corrections Lieutenant #1
Corrections Inspector
Sheriff/Sheriff Law Enforcement
Investigative Lieutenant
Systems Maintenance Coordinator
Patrol Lieutenant #1
Major
Patrol Lieutenant #2
Undersheriff

Social Services/Social Services Admin
DSS Fiscal Manager
Social Services Attorney
Commissioner Social Services
Deputy Commissioner Soc Services
Assistant Soc Services Attorney

Tourism
Assistant Tourism Coordinator
Creative Director
Director of Tourism

Treasurer
Accountant
Junior Accountant
Deputy Treasurer

Veterans Service
Director Veterans

Weights & Measures
Director Weights & Measures

Westmount/Administration
Nursing Home Administrator
Director of Nursing
Dietary Supervisor
Comptroller
MDS Coordinator
Staffing/In-Service Coordinator

~~Youth
County Youth Director~~